

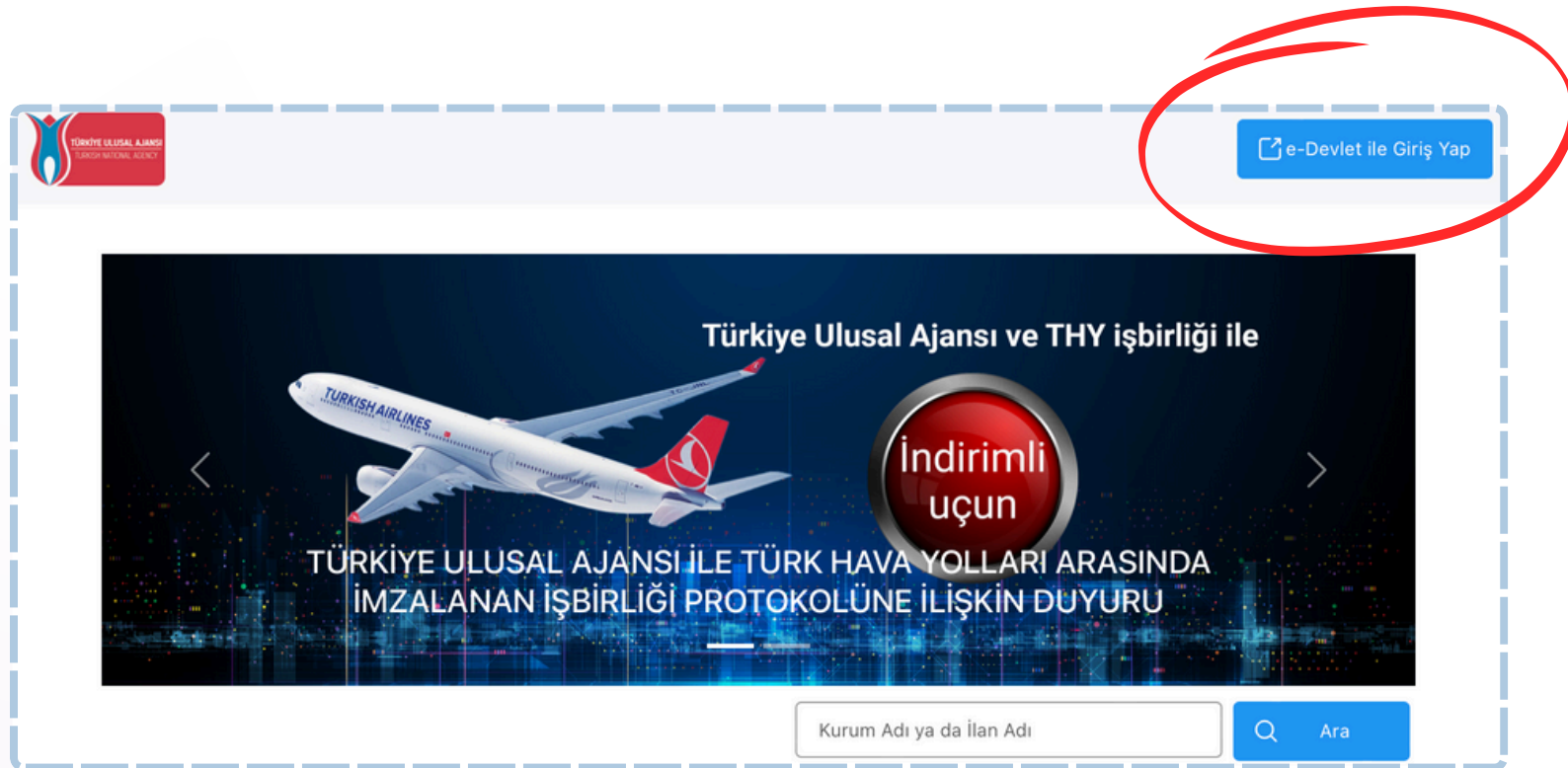
# How to Apply for Erasmus+

## Application Portal Guide

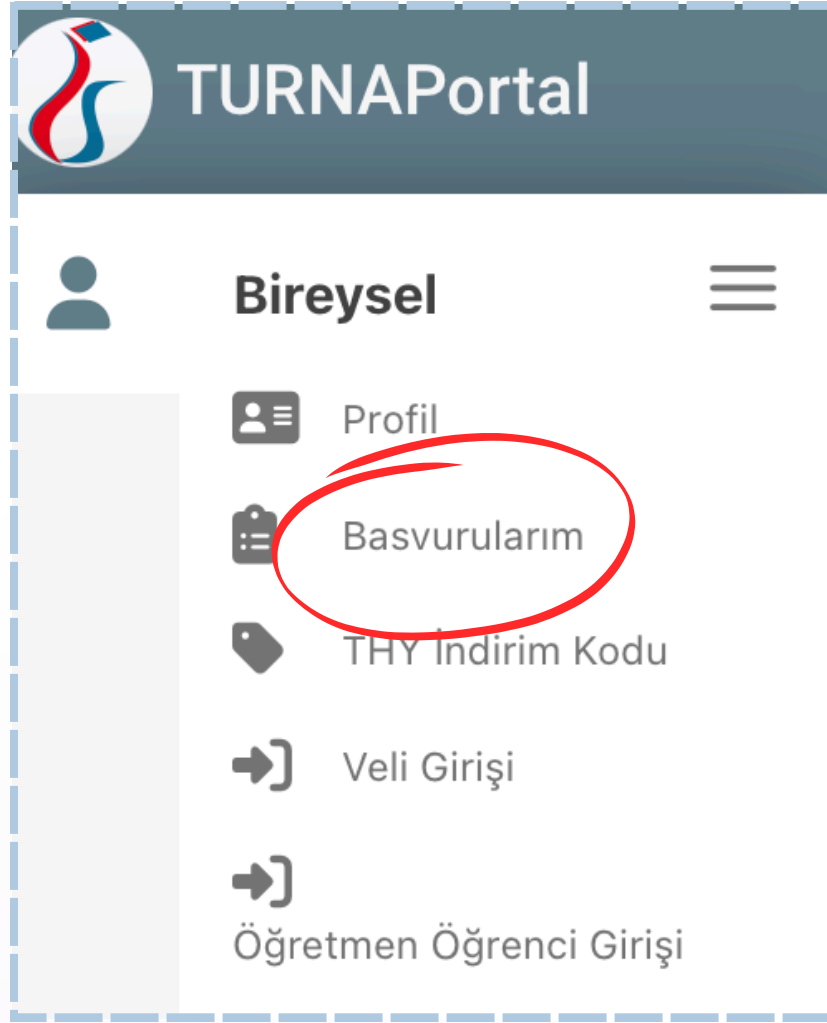
Please note that the owner of the portal is the Turkish National Agency and the application form is only available in Turkish. Therefore, international students are encouraged to use **Google Translate**.

# 1 Entering the Portal

The first step is entering the Turna Erasmus+ Application Portal (<https://turnaportal.ua.gov.tr/>) with your e-Devlet information.



## 2 Entering the Application



Click the 3 lines at the top left of the page, and after that click 'Basvurularım'.

İlan Adı	Son Başvuru Tarihi	Başvuru Durum	Başvuru Sonuç	İşlemler
2024-2025 Academic Year Erasmus+ Study Mobility Applications	08.02.2024 18:00	İptal edilmiş		<a href="#">Başvuru Yap</a>
2024-2025 Academic Year Erasmus+ Traineeship Mobility Application	08.02.2024 18:00			<a href="#">Başvuru Yap</a>

Find the relevant application announcement and click the right-corner blue box to make an application.

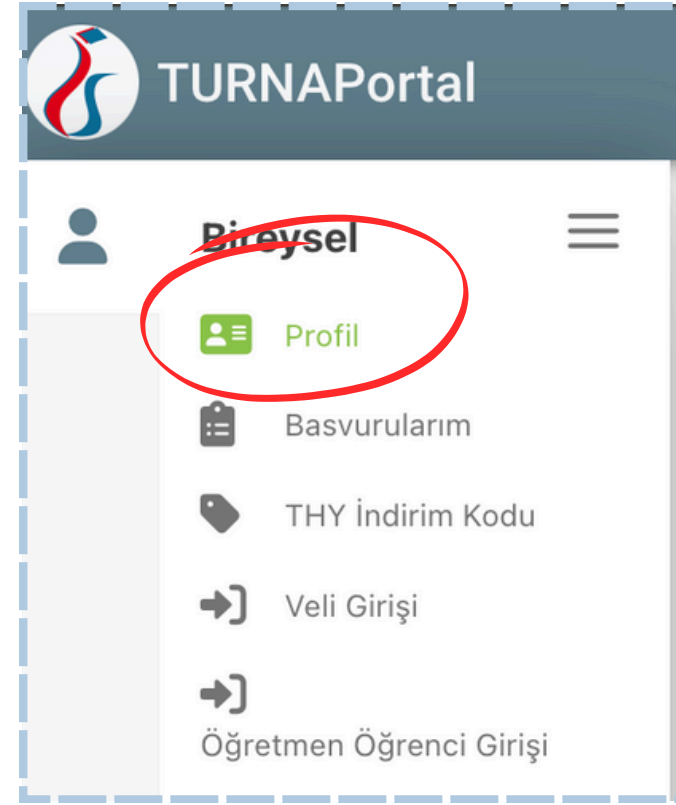
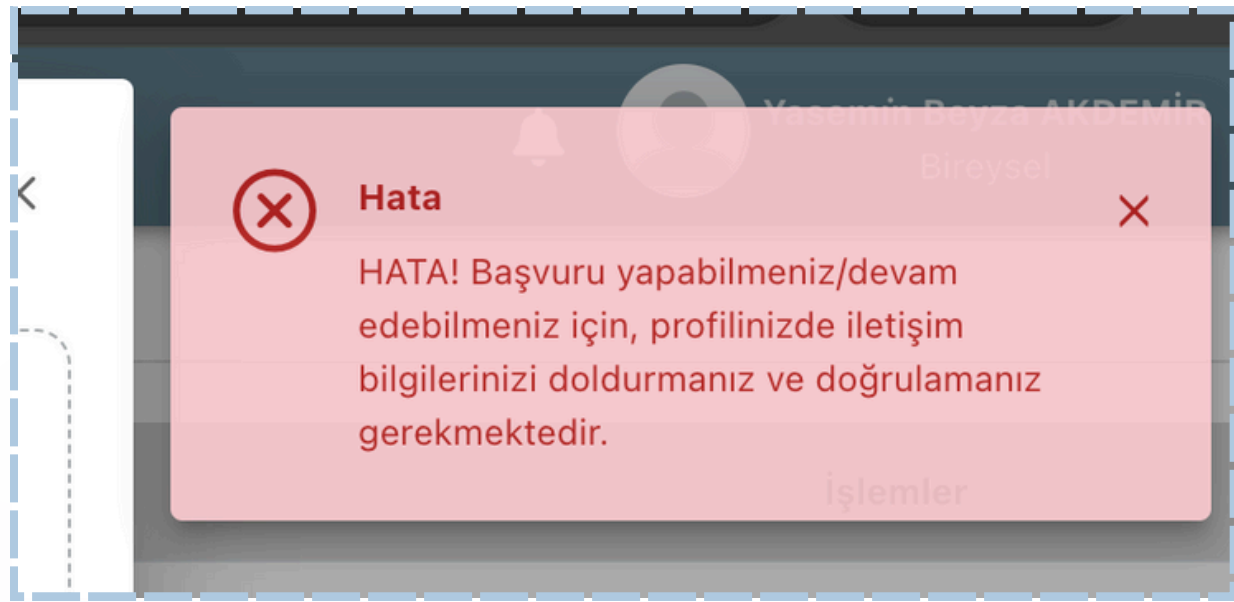
Bu şartı kabul etmediğiniz takdirde işleme devam edemezsiniz.

Yukarıdaki bilgilendirme yazısını okudum ve kabul ediyorum.

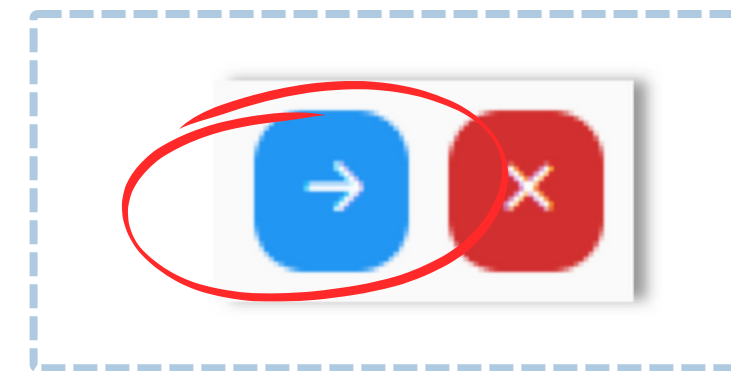
[Devam Et](#)

After reading the information consent section carefully, please check the box and click on the button.

## 2 Entering the Application



You may encounter this warning. You need to go to the profile section and update your information. After updating your information, you can continue with your application as shown in the previous slide.



### 3 Making Application



Ad \*

Soyad \*

TCKN \*

Doğum Tarihi \*

Cinsiyet

Kadın

Erkek

Herhangi bir engeliniz var mı? **Do you have any disabilities?**

Şehit/Gazi yakını mısınız? **Are you a martyr / veteran relative?**

Kendiniz veya aileniz muhtaçlık aylığı alıyor mu? **Do you receive an orphan's pension?**

Yetim aylığı alıyor musunuz? **Do you receive neediness pension?**

Kendiniz veya 1. derece yakınlarınız AFAD'dan afetzede yardımı alıyor mu? **Do you or your first-degree relatives receive AFAD disaster support?**

Devletin koruma, bakım veya barınma altında mısınız? **Are you under government protection, care or shelter?**

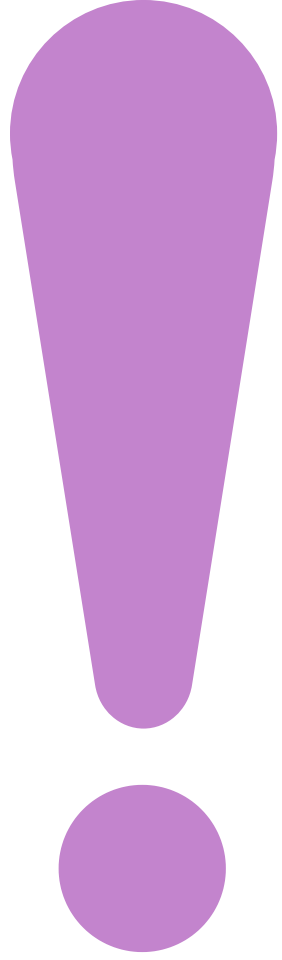
The first step is "Kişisel Bilgiler" (Personal Information). Your full name, Turkish ID number, birth date and gender information will be listed automatically.

A profile photo must be uploaded here.

If any of the additional conditions (disabilities and/or others) apply to you, please select and upload your supporting document for evaluation.

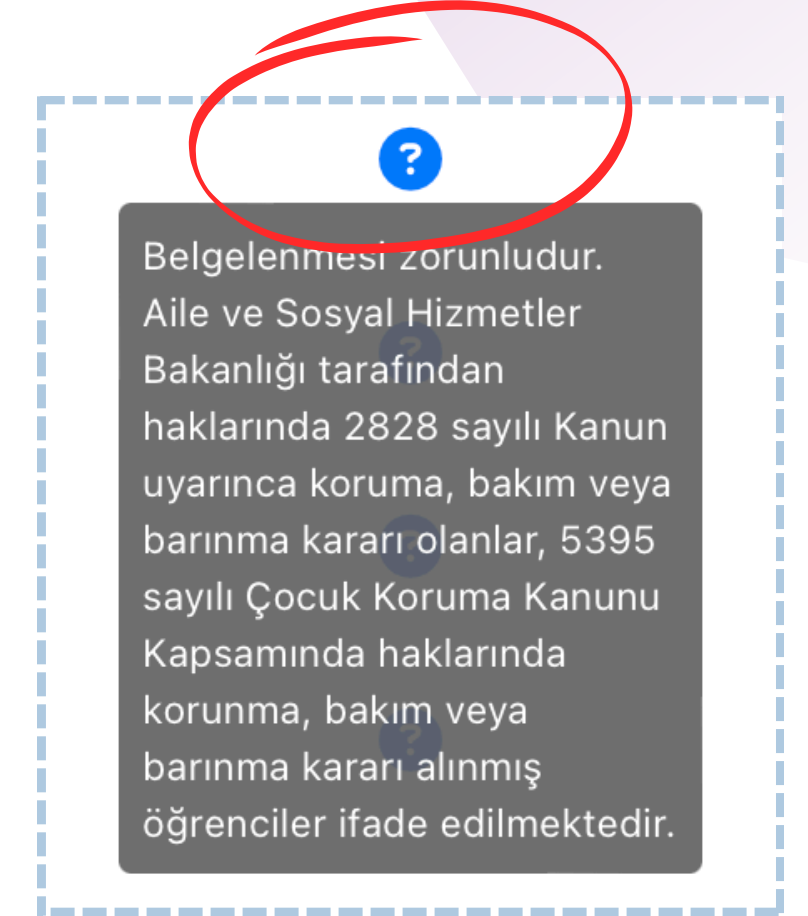
If the questions do not apply to you, do not make any sections and click "İleri" (Next) to proceed.

## ● Important Note



It is strongly recommended that you click on the question mark icons you encounter during the application process to read the explanations.

The explanations contain detailed information about special conditions and important points to consider.



### 3 Making Application



1 Kişisel Bilgiler 2 Eğitim Bilgileri 3 Tercih Bilgileri 4 Yabancı Dil Bilgileri 5 İletişim Bilgileri 6 Diğer 7 Belge Yükleme 8 Onay

Üniversite \*

Bölüm/Program \*

Sınıf \*

Dönem \*

Not Ortalamanız \*

Öğrenci Numarası

< Geri İleri >

In the “Eğitim Bilgileri” (Education Information) step, information regarding your education status will be automatically listed.

Please check the listed information, enter your current semester at UMIS, student number, and click on “İleri” to proceed to the next page.

If you see any inaccurate data, please contact our office before completing your application.



### 3 Making Application



Aradığınız tercih bilgisi yok ise [buradan](#) ekleyebilirsiniz.

Tercih Listesi

Başvuru Tercihleriniz

Dönem Tercih \*

2023-2024 Yaz

Erasmus Değişim Programları'ndan daha önce yararlandınız mı?

Hareketliliğiniz Dijital Becerilerin geliştirilmesine yönelik faaliyetler kapsamına giriyor mu?

Aynı başvuru döneminde birden fazla başvurunuz var mı?

Vatandaş olduğum ülkeye gitmek için başvuru yapıyorum

### If you have an acceptance letter at the time of application:

- Upload your letter by clicking “**Staj kabul mektubunuz var mı?**” (Do you have an acceptance letter?).
- Check out the “**Tercih Listesi**” (Preference List) list to see if the company/institution’s name is there. Make sure to check out the institution’s official name in their native language.
- If you find it on the list, select the institution and click on “**1. Tercihinize Ekleyin**” to add.
- If not, select «**Başvuru sonrası tercih beyanında bulunacağım.**» to proceed and contact the Erasmus+ Office via mail.



### 3 Making Application



Aradığınız tercih bilgisi yok ise [buradan](#) ekleyebilirsiniz.

Tercih Listesi

Başvuru Tercihleriniz

Dönem Tercih \*

2023-2024 Yaz

Erasmus Değişim Programları'ndan daha önce yararlandınız mı?

Hareketliliğinizin Dijital Becerilerin geliştirilmesine yönelik faaliyetler kapsamına giriyor mu?

Aynı başvuru döneminde birden fazla başvurunuz var mı?

Vatandaş olduğum ülkeye gitmek için başvuru yapıyorum

If you do not have an acceptance letter yet and will submit it after the application period is over, you should select «**Başvuru sonrası tercih beyanında bulunacağım.**» (I will make a declaration of preference after the application) to proceed.

Please review all the questions related to the Additional Criteria. If applicable, click and enter the related information. Please do not click if you do not meet the criteria.

## Important Note

### 3 Tercih Bilgileri

Başvuru sonrası tercih beyanında bulunacağım.

Başvuru Tercihleriniz

Staj kabul mektubunuz var mı?

Erasmus Değişim Programları'ndan daha önce yararlandınız mı?

Dönem Tercihi

2024-2025 Yaz

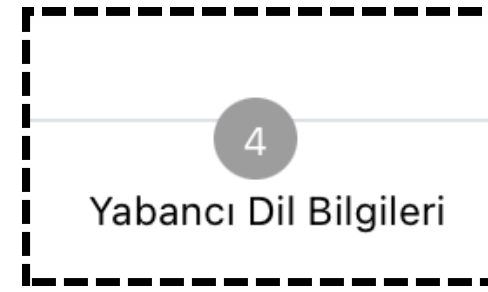
Vatandaşı olduğum ülkeye gitmek için başvuru yapıyorum

Hareketliliğinizin Dijital Becerilerin geliştirilmesine yönelik faaliyetler kapsamına giriyor mu?

Belgelenmesi zorunludur.  
Aşağıdaki faaliyetlerden biri ya da birkaçını deneyimleyen stajlar bu kapsamda sayılır: dijital pazarlama (örn. sosyal medya yönetimi, web analitiği), dijital grafik, mekanik ve mimari tasarım; uygulama, yazılım ve kod ya da web sitesi geliştirme; bilişim sistem ve ağlarının kurulumu, bakımı ve yönetimi, siber güvenlik, veri analitiği, veri madenciliği ve görselleştirme; programlama, robotik ve yapay zekâ eğitimleri. Genel müşteri hizmetleri, talep oluşturma, veri girişi ya da rutin ofis görevleri bu kapsamda sayılmaz.

"If you (1) do not have an acceptance letter, (2) cannot view your preferred placement in the list, or (3) are unsure about the details of your preference, we strongly recommend that you check the box «**Başvuru sonrası tercih beyanında bulunacağım.**» (I will make a declaration of preference after the application)."

### 3 Making Application



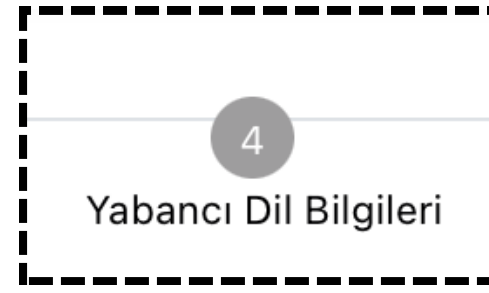
The fourth step is the “Yabancı Dil Bilgileri” (Language Information).

If you have a valid exam score (specified on our announcement), please enter the information to the section below and upload your document.

! If not, select “**Üniversite Yabancı Dil Sınavına Girmek İstiyorum.**” (I want to take the University Foreign Language Exam.), if you wish to participate to the Erasmus+ English Proficiency Exam.

The screenshot shows the application form for the "Yabancı Dil Bilgileri" step. The form is divided into six sections: 1. Kişisel Bilgiler, 2. Eğitim Bilgileri, 3. Tercih Bilgileri, 4. Yabancı Dil Bilgileri, 5. İletişim Bilgileri, and 6. Diğer. The "Yabancı Dil Bilgileri" section is highlighted with a dashed blue border. It contains a checkbox labeled "Üniversite Yabancı Dil Sınavına Girmek İstiyorum." Below the checkbox are four input fields: "Yabancı Dil" (dropdown), "Yabancı Dil Sınavı" (dropdown), "Sınav Yılı" (dropdown), and "Puan" (text). A "+Y" button is located to the right of the "Puan" field. A "< Geri" button is located at the bottom left of the form.

## ● Important Note



The Erasmus+ English Proficiency Test will be held on 10.12.2024. Students who have a valid exam score from the last two years, listed in the YÖK Equivalency Table, can upload their exam results to the system during the application process. If you wish to use the result of your previous Erasmus+ English Proficiency Test, you can request the relevant document from the School of Foreign Languages. If you do not upload the relevant document, your language proficiency will be considered invalid, and you will be required to take the Erasmus+ English Proficiency Test.

### 3 Making Application



Cep Telefonunuz \*

05

Mail Adresiniz \*

a

İkamet Adresiniz \*

Acil Durum Kişisi

Acil Durum Kişisi Cep Telefonu

The fifth step is the “İletişim Bilgileri” (Contact Information). Add your Turkish mobile phone, e-mail address, official residence address in Türkiye, emergency contact full name and emergency contact phone number to proceed.



The sixth step is the “Diğer” (Other) section. No information is needed for this section; therefore, you can skip it.

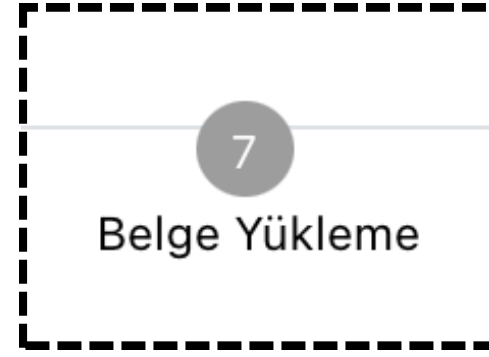
### 3 Making Application

A screenshot of a document upload interface. It features three horizontal input fields. The first field is labeled "Transkript" with a green checkmark icon on the left and a blue "Yükle" button with an upload icon on the right. The second field is labeled "Kabul Belgesi" with a red 'x' icon on the left and a blue "Yükle" button on the right. The third field is labeled "Diğer" with a red 'x' icon on the left and a blue "Yükle" button on the right. A magnifying glass icon is positioned to the left of the first "Yükle" button.

The seventh step is the “**Belge Yükleme**” (Document Upload).

- 1.The “**Transkript**” (Transcript) should be uploaded in the first section. Further information is given through the announcement.
- 2.Upload your acceptance/invitation letter as “**Kabul Belgesi**” (Acceptance Document) if you have it. If you wish to submit your letter later, you can proceed to the next part to complete your application (It is not mandatory).
- 3.The “**Diğer**” (Other) option is only for students who need to upload another document for additional criteria.

## ● Important Note

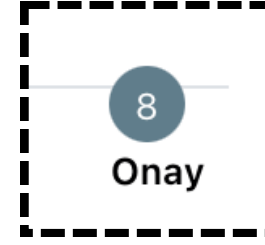


You can preview the document you uploaded by clicking the related button.

After clicking this button, you can download (**İndir**) or delete (**Sil**) the document you have uploaded by clicking the related buttons.



## 4 Submitting Application



The last part is “**Onay**” (Approval). You will preview your application form with all information. Please check all information carefully and click on “**Başvuruyu Tamamla**” (Complete the Application) to finish the process. Please be reminded that it is not possible to make changes after the application deadline. If you want to upload your letter after submission, you can click on «**Güncelle**» (Update) and submit your application again. If you do not submit the application again, your application form will be invalid. !

A screenshot of a web form for submitting an application. The form is enclosed in a dashed blue border. At the top, there is a checked checkbox with the text "Üniversite Yabancı Dil Sınavına Girmek İstiyorum." Below this is a section titled "Yabancı Dil Bilgileriniz" with a light blue background. Underneath are three input fields: "Cep Telefonunuz", "Mail Adresiniz", and "İkamet Adresiniz", each containing a blacked-out phone number, email address, and address respectively. Below these is a checked checkbox with the text "Kabul Belgesi" and a magnifying glass icon. At the bottom left is a button labeled "< Geri" and at the bottom right is a button labeled "Başvuruyu Tamamla".



**We wish you ease and success in your application process.**

**-International Academic Relations Unit**

For further information, don't hesitate to contact Erasmus+ Office via:

[bauexchange@int.bau.edu.tr](mailto:bauexchange@int.bau.edu.tr)